

JOB DESCRIPTION

Position Title: INDIGENCE EXAMINER

Date: 6/17/04

Position Level: 9

FLSA Status: Exempt

Class Code: 9-35

GENERAL DESCRIPTION

The primary function of this position is to assess claims of indigence, determine accuracy of completed indigence affidavits, and conduct financial background checks by searching credit service, criminal history, property tax rolls and motor vehicle records. The Indigence Examiner works under the supervision of the Public Defender and has working contact with defendants, judges, state and local criminal justice agencies and private business.

KEY RESPONSIBILITIES

1. * Investigates and assesses claims of indigence.
2. *Determines eligibility for representation by public defenders or other court appointed counsel.
3. * Interviews defendants in person or by teleconference to determine the veracity of affidavits completed for claims of indigence.
4. Conducts financial background checks using a variety of resources.
5. Prepares reports of findings to the court for final determination of indigence.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<i>Education:</i>	Bachelor's Degree required. Major in: Criminology, Psychology, Public Administration, Business Administration, Sociology or Social Work.
<i>Experience:</i>	1 to 2 years in the Criminal Justice System. Criminal Justice or investigative work may substitute for the recommended education on a year to year basis. A Master's Degree in Criminology, Psychology, Public Administration, Business Administration, Sociology or Social Work may substitute for the recommended experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often practically relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/ Physical Effort:</i>	Works alone or closely with others; Typically sitting at a desk or table; Intermittently sitting, standing, stopping; Typically standing and/or walking; This position would have contact with inmates at the jail.
<i>On Call Requirements:</i>	Possible weekend duty.
<i>Other:</i>	Knowledge and ability to apply Section 27.52, Florida Statutes. Knowledge of circuit court rules of criminal procedure and operations. Ability to prepare narrative and statistical reports. Ability to communicate clearly and concisely.

APPROVALS

<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____